



## **Records Management Commission**

**\*\*\*PLEASE NOTE CHANGE OF DATE & LOCATION**

**Friday, September 30, 2016**

**1:00 p.m.**

**Room B-19, Municipal Building**

1. Chair calls meeting to order
2. Approval of June 23, 2016 Directors' Presentation Minutes
3. Public Comments
4. Discussion of Status of Directors' Essential Records Grid
5. Discussion of next phase of COOP
6. Other
7. Adjournment